

**State of Georgia  
Record Series Profile  
Records Retention Schedule**

**Application #:** 970221-04

**Sheet:** 1 of 1

**Schedule #:** 94-0005A

**Effective Date:** 03/20/97

**Superseded Schedule #:** 94-0005

**Effective Date:** 08/23/94

**Agency Code:** 0484-000

**Agency:** Department of Transportation

**Creating Office:** Office of Maintenance

**Series/Title Dates:** "107" Projects - Accomplished by State Maintenance Forces  
1959 - [Ongoing]

**Access:** Open

**Class:** Individual

**Function Documented:** Department of Transportation projects accomplished by state  
maintenance forces.

**Consists of:** DOT Form 107 (project description), Letter Contract (authorizes  
funds for project), Work Authorization, DOT Form 445 (closes the  
project when finished), and DOT Form 9 (authorizes payment for  
work on project).

**Arrangement:** By project number

**Media:** Paper

**Retention  
Requirements:** State Law: Six (6) years (O.C.G.A. § 9-3-24)

**Disposition Instructions:** Cut off file at end of calendar year:  
**General Office:**  
Hold in current files area until project is closed;  
Destroy when no longer needed for reference.

**District Office:**  
Hold in district office until project is closed;  
Hold six (6) years;  
Destroy.

This record series profile gives the records retention plan and disposition instructions  
approved by the State Records Committee for the named record series by the named creating  
offices.



Edward Weldon  
Secretary of State Designee

7/23/97

Date

Schedule #94-0005

Approved 8-3-94

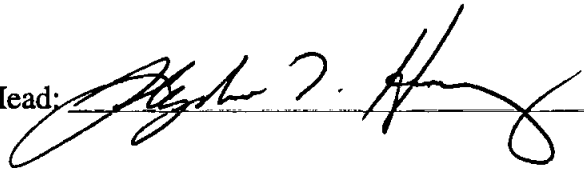
**"107" PROJECTS - ACCOMPLISHED BY STATE MAINTENANCE FORCES**

Approved disposition instructions for schedule 94-0005 should be amended as follows:

Cut off file at end of each calendar year.

**General Office** - Keep in current file until project is closed. Destroy close project file when no longer needed for reference.

**District Office** - Keep in district office until project is closed, then place in closed/inactive file. Hold six years, then destroy.

Office Head:  Date: 2/12/97

Records Management Analyst: Maaha B. Jones Date: 2/12/97



# APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

921201-01

Sheet 1 of 3

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date November 16, 1992	1. Agency Address GA Department of Transportation Office of Maintenance 2 Capitol Square Atlanta, Georgia 30334	Application Number 94-0005	
Application Number		Date Received 01/12/92	Date Completed 108/23/94
2. Person to Contact Emery S. Horvath		Working Title T.E. V	Telephone Number 656-5314
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1959		5. Records Series Title (followed by title used in office, if different) "107" Projects-Accomplished by State Maintenance Forces	
Latest to date			
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? DIVISION OF OPERATIONS: Provides staff support to the Department in the areas of Maintenance, Traffic Engineering and Safety, Utilities, Permits and Enforcement, Equipment Management and Field District supervision. OFFICE OF MAINTENANCE: Has responsibility for roadway and bridge maintenance, bridge inventory and inspection, asphalt plant operations, maintenance activities unit (sign shop, centerline, etc.), emergency operations, maintenance budget, maintenance management system, bridge management system and pavement management system.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Projects accomplished by state maintenance forces  Included are: DOT Form 107 - Sets up the project/work to be accomplished and the project limits. Letter Contract - Authorizes maintenance forces to work on select projects funded with non-maintenance funds. Work Authorization - Authorizes work by maintenance forces for select federal-aid projects. DOT Form 445 - Closes the project when completed. DOT Form 9 - Authorizes payment for work accomplished by maintenance forces from non-maintenance funds. File is arranged:			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>daily</u> ; Seven to twelve months old <u>daily</u> ; Thirteen to twenty-four months old <u>10</u> ; twenty-five months and older <u>5</u> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) <u>1 cu.ft. per cal. year</u>			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
X		c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

#### 11. Retention Requirements

The following requires the series to be kept:

a. State Law	6	years.	d. Audit period		years.
b. Statute of limitation		years.	e. Administrative need	7	years.
c. Federal law		years.	f. Federal retention instructions		years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

GA Code 9-3-24 - Copy attached

#### 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other \_\_\_\_\_ then,

- ☐ Hold in the current files area \_\_\_\_\_ month(s) \_\_\_\_\_ year(s); then See below
- ☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then
- ☐ Transfer to State Records Center; hold \_\_\_\_\_ year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☒ Other (Specify)

GENERAL OFFICE - Keep in current file until project closed, then place in closed/inactive file. Hold 7 years then destroy.

DISTRICT OFFICE - Has copy of General Office files plus expenditure information and project ledger sheets. Keep in District Office until project closed, then place in closed/inactive file. Hold 7 years then destroy.

These instructions apply to all prior and future accumulations of the series.

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Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Larry B. Smith</i>	11/27/92	<i>Martha B. Lamb</i>	11/30/92
State Records Committee (Signature) _____ Date _____			
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		SEE ATTACHED	
State Auditor/Designee		STATE RECORDS COMMITTEE	
Secretary of State/Designee		APPROVAL SIGNATURE SHEET	
Attorney General/Designee			

# STATE RECORDS COMMITTEE

## Approval Signature Sheet Records Retention Schedule

Application #921201-01

Sheet 3 of 3

Schedule Number: 94-0005

Effective Date: 08/23/94

Creating Agency: Department of Transportation  
Operations Division  
Office of Maintenance

Series Title: "107" Projects-Accomplished by State Maintenance Forces.

Dates Covered: 1959 - [ongoing].

Access: Open.

Disposition  
Instructions: Cut off at end of calendar year.

General Office:

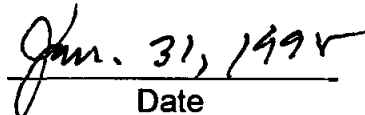
Keep in current file until project is closed.  
Transfer to closed/inactive file.  
Cut off closed/inactive file at end of calendar year and hold  
seven (7) years.  
Destroy.

District Office:

[Same information content as General Office files plus expenditure information  
and project ledger sheets.]  
Keep in District office until project is closed.  
Transfer to closed/inactive file.  
Cut off closed/inactive file at end of calendar year and hold  
seven (7) years.  
Destroy.

State Records Committee has authorized the approval of these disposition instructions  
for the records series described in the attached records retention schedule application.

  
\_\_\_\_\_  
Edward Weldon  
Secretary of State Designee

  
\_\_\_\_\_  
Date